


BOARD OF COUNTY COMMISSIONERS

INTER-OFFICE MEMORANDUM

Attachment # 1
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To: Parvez Alam, County Administrator

From: Herbert W.A. Thiele, Esq. 
County Attorney

Date: September 25, 2003

Subject: Community Meetings – Board Votes and Staff Assignments
Ratification Required

Please be advised that since the Community Meetings hosted by the Board of County Commissioners are neither regular nor special meetings as defined by Florida Statutes, the Commission may not take votes on any matters at these meetings without their subsequent ratification. In addition, Board policy requires that no new projects shall be assigned to County Staff unless approved and prioritized by at least four votes of the County Commission.

Therefore, it is our recommendation that County Administration bring back to the Board an agenda request, ratifying the actions taken at the Community meetings, thereby making them official actions of the Board.

If you have any questions concerning this matter, please contact the County Attorney's Office.

HWAT:mal

cc: Honorable Chairman and Members of the Board of County Commissioners
Vince Long, Assistant County Administrator
✓ Lillian Bennett, Assistant to the County Administrator